

**SECRET**

## MEMORANDUM FOR THE RECORD

5 MAY 1967

**SUBJECT : Reporting of Casualties - Armed Forces Staff College,  
Norfolk**

1. On 2 May 1967 I received a call from a Sergeant Gillis, telephone number 444-5692, Norfolk. Sgt. Gillis mentioned that he was developing a reporting system for mass casualties involving students at the Armed Forces Staff College. He mentioned that because of the field trips that the students are involved in, e.g., plane and submarine trips, etc., there is always the possibility of mass casualties and they now want to be ready to handle such a catastrophe should one occur. Further, and to the extent possible, Sgt. Gillis wants to prepare a plan that would accommodate the wishes of the students' parent organizations. To this end, he asked what our instructions might be for CIA participants.

2. After checking with Messrs. [redacted] (Office of Training), and [redacted] (Office of Security), I called Sgt. Gillis and asked that a report of casualties involving CIA personnel be made immediately and by telephone to [redacted]. I explained that this was a duty officer number covered 24 hours a day and a call to this number would immediately involve those of us responsible for handling employee emergencies. Sgt. Gillis mentioned that he would include this instruction in his overall plan.

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Chief, Benefits and Services Division

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